



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Buyer</b> <b>[Classified Competitive]</b>			Salary <b>P21</b> <b>\$51,529.95 - \$72,953.46</b>
Posting Number <b>67-16</b>	Position Number <b>009648</b>	Number of Positions <b>1</b>	Posting Period * From: <b>6/8/16</b> To: <b>6/24/16</b>
Location: <b>Public Health Environmental Laboratory</b> <b>3 Schwarzkopf Drive, Ewing, NJ 08628</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under the supervision of the Administrative Analyst 4, Procurement, selects, prepares orders, and arranges for purchase of various types of equipment, materials, and supplies used by the Public Health Environmental Laboratory. This position will:

- Be responsible for the purchase of equipment, materials, and/or supplies used by various departments.
- Review purchasing requisitions, check descriptions and specifications for adequacy and accuracy, and consult with concerned parties to adjust discrepancies.
- Prepare proposals to be sent to vendors and ensures vendors' qualifications are properly investigated.
- Ascertain prices of commodities and ability of vendors to deliver specified items.
- Prepare bid documents designed for annual contractual purchasing.
- Analyze proposals received from vendors and award purchase orders in accordance with rules and regulations.
- Study trade journals, catalogs, directives, and other technical material to determine market and price conditions.
- Receive, tabulate, and record detailed applications for one or more types of equipment, materials, and/or supplies used by various departments.
- Assist in the preparation of statistical, cost, and other reports.
- Prepare correspondence concerned with purchase matters.
- Maintain records and files.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not meet the above education requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**EXPERIENCE:** Two (2) years of experience in the large scale purchase of commodities, materials, equipment, and/or supplies.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

## FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment\*\* to:

**Rosalind Finney, Executive Assistant 2**  
**Public Health and Environmental Laboratories**  
**Reference Posting #67-16**  
**New Jersey Department of Health**  
**PO Box 360**  
**Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

**PSTPHILEP@doh.nj.gov**

\* Resumes received after the closing date MAY be considered if the position is not filled.

\*\* NOTE: You can access the State of New Jersey Application for Employment at: [www.nj.gov/health/forms/dpf-663.pdf](http://www.nj.gov/health/forms/dpf-663.pdf)

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**